

# Job Seeking Skills Workshops

## October - December, 2014

★ **Manti Employment Center**  
**55 S. Main Suite #3 • Manti, Utah**

Register for  
reserved seating.  
Walk-ins  
welcome.



- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call  
435-835-0740, visit [jobs.utah.gov](http://jobs.utah.gov) or come  
to DWS at 55 S. Main Suite #3 • Manti, UT.

### RESUMÉ WRITING:

October 22	10:00 AM–12:00 PM
November 19	10:00 AM–12:00 PM
December 17	10:00 AM–12:00 PM

### INTERVIEWING SKILLS:

October 8	10:00 AM–12:00 PM
November 5	10:00 AM–12:00 PM
December 3	10:00 AM–12:00 PM

### NETWORKING STRATEGIES:

October 15	10:00 AM–12:00 PM
December 31	10:00 AM–12:00 PM

### \*JOB SEARCHING WITH TECHNOLOGY:

October 8	10:00 AM–12:00 PM
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### EMPLOYMENT ESSENTIALS:

October 1	10:00 AM–12:00 PM
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### RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

**INTERVIEWING SKILLS:** Strategize ways to confidently complete an interview.

### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

### JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumés online and research companies.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

### EMPLOYMENT ESSENTIALS:

Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.